



**PORTLAND PUBLIC SCHOOLS**  
**OFFICE OF CHIEF FINANCIAL OFFICER**  
501 North Dixon Street / Portland, OR 97227  
Telephone: (503) 916-3115

**Date:** November 01, 2019  
**To:** School Board  
**From:** Cynthia Le, Chief Financial Officer  
**Subject:** Appointment of CBRC member

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**BACKGROUND**

Each year, the Board of Education appoints a Community Budget Review Committee (CBRC) to assist in the annual budget process.

The CBRC reviews, evaluates, and makes recommendations to the Board of Education (Board) regarding the Superintendent's Proposed Budget and other budgetary issues identified by the CBRC or the Board. The CBRC also monitors and advises the Board on the allocation and expenditure of Local Option Levy funds.

The CBRC is typically composed of eight to twelve volunteer members appointed by the Board to two-year terms. The Committee generally meets on a monthly basis during the course of the budget development season. Applications for the vacant positions were accepted through September 28, 2019. Staff received 15 applications and with a goal of achieving a diverse, district-wide representation, evaluated the candidates based on their experience with the district and ability to dedicate the amount of time necessary.

Nine candidates were presented to the Board for appointment consideration at the meeting on October 15th, and we are requesting that one temporary two-year assignment be added for an additional position on the CBRC. As the district prepares to refer a renewal of the Local Option Levy to voters, address the Student Success Act funding from the State of Oregon, work toward the development of a Strategic Plan Framework and Multi-year Business Plan, a temporary additional member of the CBRC would help support and address these important developments and assist the CBRC with their workload in providing a comprehensive and thorough review of their appointed duties.

The Board is being asked to appoint the candidate from the table in the Staff Recommendation section to fill the vacant position.

**RELATED POLICIES/BEST PRACTICES**

N/A

**ANALYSIS OF SITUATION**

Four people independently evaluated all 15 applications received over the summer and used the following criteria:

- Geographic Area
- Equity Focus
- Volunteer/District Highlights
- Strengths aligned with district priorities and CBRC deliverables

The four individuals who evaluated the applications were: Sara Kerr, Co-Chair CBRC, Cynthia Le, CFO, Jordan Ely, Budget Director, and David Stone, Budget Fiscal Services Associate.

**FISCAL IMPACT**

N/A

**COMMUNITY ENGAGEMENT (IF APPLICABLE)**

N/A

**TIMELINE FOR IMPLEMENTATION / EVALUATION**

N/A

**BOARD OPTIONS WITH ANALYSIS**

N/A

**STAFF RECOMMENDATION**

From the pool of remaining applicants, staff recommends the following candidate for the added position. The application submitted by the candidate is attached.

Candidate Last Name	Candidate First Name	School Affiliation(s)	Volunteer / District Highlights
Davis	Tastonga	Sabin	Over 30 years of accounting experience, desire to be more involved in the PPS Community

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*As a member of the PPS Executive Leadership Team, I have reviewed this staff report.*

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**ATTACHMENT**

- A. Recommended candidate application